

Yes. We do provide this service. You will need to make an appointment using our online system before you contact BYU to order your exam sent to us.

Please go to our ServiceBuzz Self Scheduler to make an appointment for each exam at the address below. Either click or paste this address into your internet browser.
<http://www.servicebuzz.com/selfscheduler/1309739351>

Click on Select Activity (Proctored Session) and click on any white square for date and time slot.

Scroll down to New User Sign Up Here!

Then enter your personal information: First Name, Last Name, Email Address, ZIP (postal code)

On The Next Screen, enter Phone Number, Service: Private Proctored Exam, Select Test Duration.

In the NOTES Box , type over the current note and type the name of your college or organization and the test name and/or number.

You need to order your exams online from BYU and sent:

Kathleen Turner

Assessment Specialist

Foothill College

12345 El Monte Road

Los Altos Hills, CA 94022

The exam materials should arrive here within ten working days unless you pay BYU for to ship express.

Our campus location is in the Student Services Building.

Please park in lot 7 or 8 and come to room 8213 on the second floor of building 8100-8300. Enter through 8202.

Please bring 8 quarters to purchase a parking permit and a picture identification unless you are able to park in the 2 hour free visitor parking.

Payment of the proctor fee of \$25 per hour is due at the completion of your exam. Please bring a check or exact change to cover the fee.

Please do not bring anything to the testing room except your photo id and the materials your instructor approved for use with the exam. The testing rooms are fragrance-free so please do not wear colognes or perfumes.

Thank you for selecting Foothill College as your exam location.